



# Town of Millis

## FY21 Budget

### Key Dates & Deliverables

ITEM	DATE	TOPIC/DELIVERABLE	RESPONSIBLE
December			
	12/20/2019	FY21 Distribution of Budget Templates to Departments Heads	Finance Director
January			
	1/17/2020	FY21 Draft Departmental Budget Templates due to Finance	Department Heads
	1/20/2020 to 2/7/2020	Administration Meetings with Dept Heads to review FY21 Budget Submission	Town Admin., Finance & Dept Heads
February			
	2/8/2020	Select Board Meetings with Dept Heads to review FY21 Budget Submission	Select Board & Dept Heads
	2/12/2020 to 2/28/2020	Finance Committee Meetings with Dept Heads to review FY21 Budget Submission	Finance Committee & Select Board
March			
	3/1/2020 to 3/27/2020	Finance Committee Meetings with Dept Heads to review FY21 Budget Submission	Finance Committee & Select Board
April			
	4/1/2020 to 4/30/2020	Preparation of FY21 Annual Budget Presentation for Town Meeting	Town Admin. & Finance
May			
	5/11/2020	Budget presented to Town Meeting	Finance Committee & Select Board